## **X** Aetna

FUNDS
SUMMARY
REPORT

FUNDS EQUEST & RECEIPT REPORT

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## INTRODUCTION

#### Funds Summary Report (FSR):

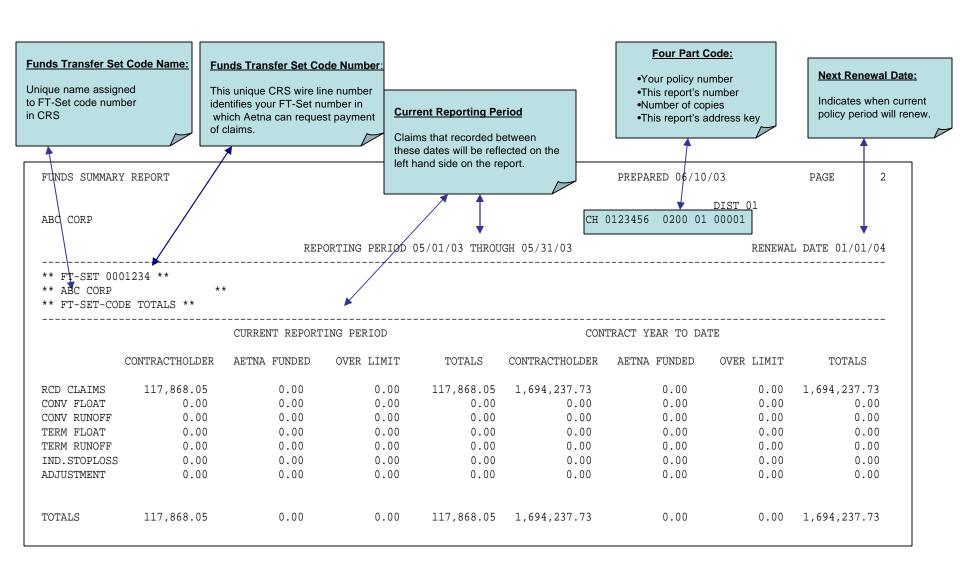
Banking report that provides a control-suffix breakdown of recorded claims and how they were funded.

#### Funds Request & Receipt Report (FRRR):

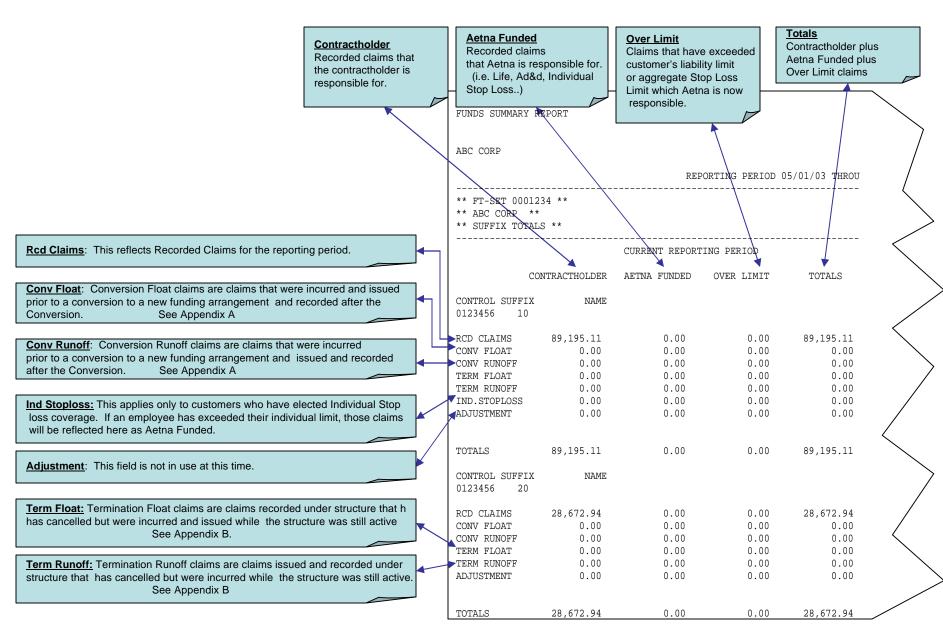
Banking report that shows the wire transfer requests and receipts for a given month.

- Reports produced from our <u>C</u>laims <u>Reporting System (CRS)</u>
- ♣ FSR/FRRR are mailed together starting the 2<sup>nd</sup> week of the month
- When recorded claims (FSR) do not equal funds requested/received (FRRR) an out-of-balance situation occurs and an explanation will be given
- ♣ FSR is used to balance the recorded claims to the Claim Detail/Claim Totals/Excel Aeport or Access 2000 Aeport reports

## **FUNDS SUMMARY REPORT**

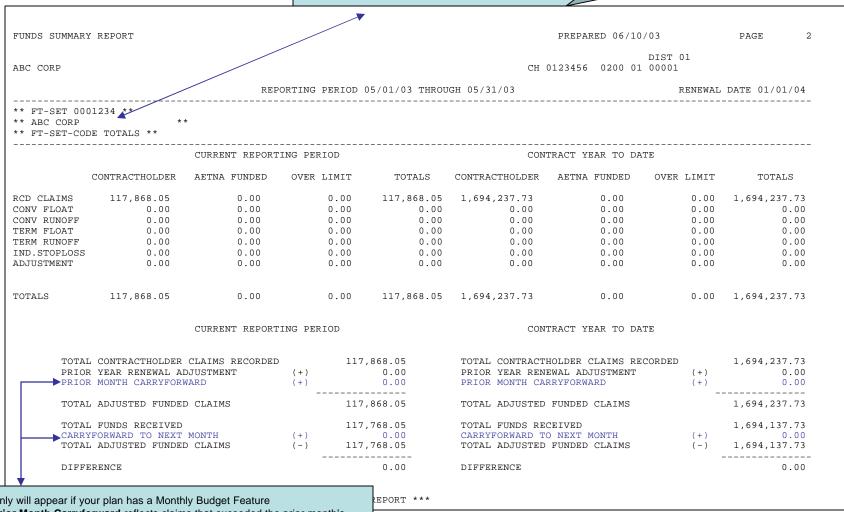


## **FUNDS SUMMARY REPORT Cont...**



## **FUNDS SUMMARY REPORT Cont...**

- Each wire line (FT-Set) will have its own page(s)
- ♣ A "Total" page will follow each wire line (FT-Set)
- The last page of the FSR will add all wire lines together.

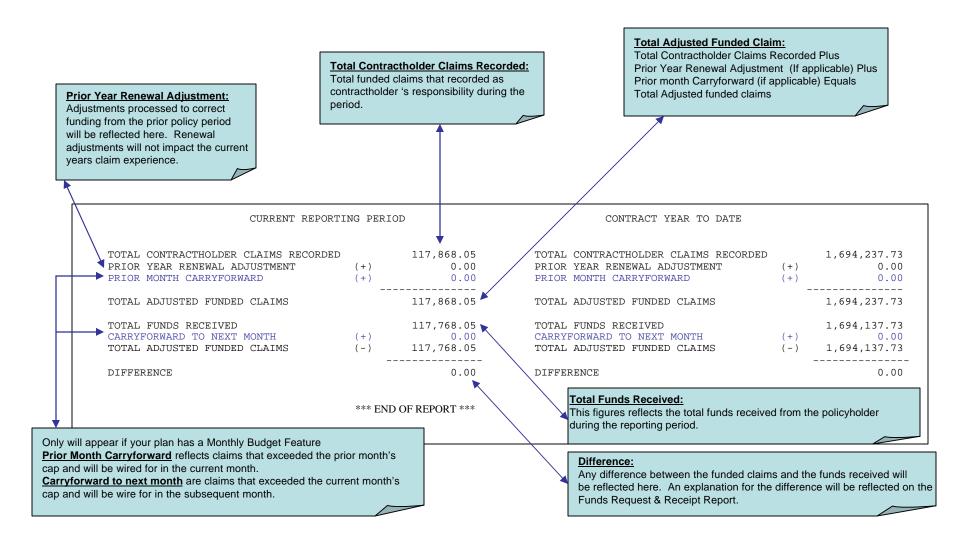


Only will appear if your plan has a Monthly Budget Feature

Prior Month Carryforward reflects claims that exceeded the prior month's cap and will be wired for in the current month.

Carryforward to next month are claims that exceeded the current month's cap and will be wire for in the subsequent month.

## **FUNDS SUMMARY REPORT Cont...**



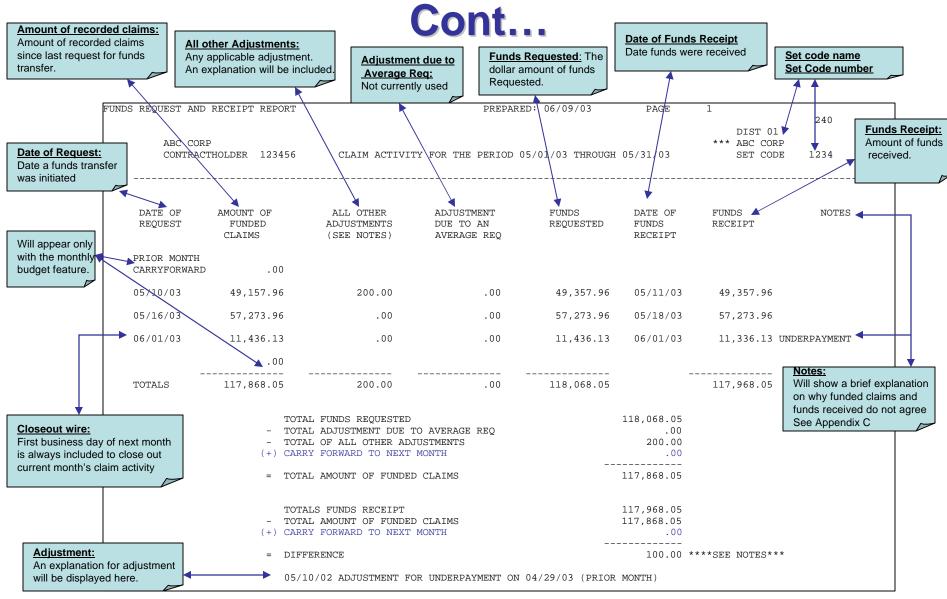
## FUNDS REQUEST & RECEIPT REPORT (FRRR)

- The Funds Request & Receipt report appears after the "END OF REPORT" page of the Fund Summary reports.
- ♣ There is a FRRR for each Primary\* FT-SET-CODE (Wire line)
- ♣ The FRRR will be 1-2 pages long (per wire line), depending on the number of wire requests made for the month.
- ♣ Funds requested/received reflected on the FRRR equal to the Contractholder recorded claims reflected on the FT-SET-CODE page of the Fund Summary report (see page 9). If they do not match, an out-of-balance situation has occurred and an explanation will be provided (see page 10).

<sup>\*</sup> Primary wire line: claims record on this wire line and funds are received on this wire line.

<sup>\*</sup> Internal wire line: claims record on this wire line and funds are received on the primary wire line.

## **FUNDS REQUEST & RECEIPT REPORT**



#### FUNDS SUMMARY REPORT

#### **BALANCES TO**

## FUNDS REQUEST & RECEIPT REPORT

PREPARED 06/10/03 2 FINDS SUMMARY REPORT PAGE DIST 01 ABC CORP CH 0123456 0200 01 00001 REPORTING PERIOD 05/01/03 THROUGH 05/31/03 RENEWAL DATE 01/01/04 \*\* FT-SET 0001234 \*\* \*\* ABC CORP \*\* FT-SET-CODE TOTALS \*\* CURRENT REPORTING PERIOD CONTRACT YEAR TO DATE CONTRACTHOLDER AETNA FUNDED OVER LIMIT TOTALS CONTRACTHOLDER AETNA FUNDED OVER LIMIT RCD CLAIMS 117,868.05 0.00 0.00 117,868.05 1,694,237.73 1,694,237.73 0.00 CONV FLOAT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 CONV RUNOFF 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 TERM FLOAT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 TERM RUNOFF 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 IND.STOPLOSS 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0 00 0 00 ADJUSTMENT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 1,694,237.73 117,868.05 117,868.05 1,694,237,73 0.00 P.TATOT CURRENT REPORTING PERIOD CONTRACT YEAR TO DATE 117,868.05 1,694,237.73 TOTAL CONTRACTHOLDER CLAIMS RECORDED TOTAL CONTRACTHOLDER CLAIMS RECORDED PRIOR YEAR RENEWAL ADJUSTMENT 0.00 PRIOR YEAR RENEWAL ADJUSTMENT 0.00 0.00 0.00 TOTAL ADJUSTED FUNDED CLAIMS 117,868.05 TOTAL ADJUSTED FUNDED CLAIMS 1,694,237.73 117,868.05 1,694,237.73 TOTAL FUNDS RECEIVED TOTAL FUNDS RECEIVED 1,694,237,73 TOTAL ADJUSTED FUNDED CLAIMS TOTAL ADJUSTED FUNDED CLAIMS Recorded claims equal DIFFERENCE 0.00 to funds received. Reports balance. \*\*\* END OF REPORT \*\*\* PREPARED: 06/09/03 PAGE FUNDS REQUEST AND RECEIPT REPORT DIST 01 \*\*\* ABC CORP ABC CORP CONTRACTHOLDER 123456 CLAIM ACTIVITY FOR THE PERIOD 05/01/03 THROUGH 05/31/03 SET CODE 1234 DATE OF FUNDED ADJUSTMENTS DUE TO AN REQUESTED FUNDS RECEIPT REQUEST CT. A TMS (SEE NOTES) AVERAGE REO RECEIPT PRIOR MONTH 0.0 CARRYFORWARD 05/10/03 49,157.96 49,157.96 05/11/03 49,157.96 05/16/03 57,273,96 .00 57,273,96 05/18/03 57,273,96 06/01/03 11,436.13 11,436,13 06/01/03 11,436,13 117,868.05 TOTALS 117,868.05 117,868.05 TOTAL FUNDS REQUESTED 117,868.05 TOTAL ADJUSTMENT DUE TO AVERAGE REO .00 TOTAL OF ALL OTHER ADJUSTMENTS . 0.0 (+) CARRY FORWARD TO NEXT MONTH = TOTAL AMOUNT OF FUNDED CLAIMS 117,868.05 TOTALS FUNDS RECEIPT 117.868.05 TOTAL AMOUNT OF FUNDED CLAIMS (+) CARRY FORWARD TO NEXT MONTH = DIFFERENCE

#### **FUNDS SUMMARY REPORT**

#### **DOES NOT BALANCE TO**

FUNDS REQUEST & RECEIPT REPORT

FUNDS SUMMARY REPORT PREPARED 06/10/03 PAGE DIST 01 ABC CORP CH 0123456 0200 01 00001 REPORTING PERIOD 05/01/03 THROUGH 05/31/03 RENEWAL DATE 01/01/04 \*\* FT-SET 0001234 \*\* \*\* ABC CORP \*\* FT-SET-CODE TOTALS \*\* CURRENT REPORTING PERIOD CONTRACT YEAR TO DATE CONTRACTHOLDER AETNA FUNDED OVER LIMIT TOTALS CONTRACTHOLDER AETNA FUNDED OVER LIMIT RCD CLAIMS 117,868.05 0 00 0.00 117,868.05 1,694,237.73 0.00 0.00 1,694,237.73 CONV FLOAT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 CONV RUNOFF 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 TERM FLOAT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 TERM RUNOFF 0.00 0.00 0.00 0.00 0.00 IND.STOPLOSS ADJUSTMENT 0.00 0.00 0.00 0.00 0.00 0.00 117,868.05 1,694,237.73 TOTALS 117,868.05 0.00 1,694,237.73 CURRENT REPORTING PERIOD CONTRACT YEAR TO DATE TOTAL CONTRACTHOLDER CLAIMS RECORDED 117,868.05 TOTAL CONTRACTHOLDER CLAIMS RECORDED 1,694,237.73 PRIOR YEAR RENEWAL ADJUSTMENT PRIOR YEAR RENEWAL ADJUSTMENT 0.00 0.00 PRIOR MONTH CARRYFORWARD 0.00 PRIOR MONTH CARRYFORWARD 0.00 TOTAL ADJUSTED FUNDED CLAIMS 117,868.05 TOTAL ADJUSTED FUNDED CLAIMS 1,694,237.73 TOTAL FUNDS RECEIVED TOTAL FUNDS RECEIVED 1,694,137.73 CARRYFORWARD TO NEXT MONTH CARRYFORWARD TO NEXT MONTH 0.00 1,694,237,73 TOTAL ADJUSTED FUNDED CLAIMS 117,868.05 TOTAL ADJUSTED FUNDED CLAIMS DIFFERENCE 100.00 Recorded claims do not equal funds received. Difference \*\*\* END OF REPORT \*\*\* \$100.00. See explanation on FRRR. FUNDS REQUEST AND RECEIPT REPORT PREPARED: 06/09/03 DIST 01 ABC CORP \*\*\* ABC CORP CONTRACTHOLDER 123456 CLAIM ACTIVITY FOR THE PERIOD 05/01/03 THROUGH 05/31/03 SET CODE DATE OF ADJUSTMENT DATE OF FUNDED ADJUSTMENTS DUE TO AN REQUESTED FUNDS RECEIPT REQUEST CLAIMS (SEE NOTES) AVERAGE REO RECEIRT PRIOR MONTH CARRYFORWARD 05/10/03 49.157.96 200.00 . 0.0 49.357.96 05/11/03 49.357.96 05/16/03 57,273.96 .00 .00 57,273.96 05/18/03 57.273.96 06/01/03 11,436.13 11,436.13 06/01/03 11,336,13 UNDERPAYMENT . 0.0 117,968.05 TOTALS TOTAL FUNDS REQUESTED 118,068.05 - TOTAL ADJUSTMENT DUE TO AVERAGE REO - TOTAL OF ALL OTHER ADJUSTMENTS (+) CARRY FORWARD TO NEXT MONTH = TOTAL AMOUNT OF FUNDED CLAIMS TOTALS FINDS RECEIPT 117,968.05 - TOTAL AMOUNT OF FUNDED CLAIMS 117,868.05 (+) CARRY FORWARD TO NEXT MONTH 100.00 \*\*\*\*SEE NOTES\*\*\* 05/10/02 ADJUSTMENT FOR UNDERPAYMENT ON 04/29/03 (PRIOR MONTH

## **Balancing Fund Summary to Claim Reports**

- The Fund Summary was designed to provide a financial audit trail for recorded claim activity on the Claim reports, such as:
  - > Claim Totals Report
  - > Claim Detail Report
  - > Aeport
- Note:
- > A complete (all structure) Claim report is needed to balance to the Fund Summary report.
- > Unlike the Fund Summary reports, the Claim reports do not include the <u>Flexible Spending Account (FSA) claims</u>, therefore the FSA must be excluded when balancing\*.

<sup>\*</sup>There is a FSA Claim report from the FSA area that is used to balance to the Fund Summary report.

#### FUNDS SUMMARY REPORT

#### **BALANCES TO**

#### (PAPER) CLAIM REPORT

FUNDS SUMMA	RY REPORT							PREPARE		03		PAGE	2
										DIST 01			
ABC CORP								0123456	0200 01				
		REP	ORTING PER	IOD 05/01/03	THROU	GH 05/31	/03			REN	EWAL	DATE 01/01	1/0
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** ABC CORP		*											
	ODE TOTALS **												
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	RYFORWARD TO NEXT	MONTH		0.00				O NEXT MO	NTH				0.0
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CLAINS TOTALS REPORT													
THE ABC COMPANY CH 123456				REPO	RTING PERIOD 05	/01/03 TH	IROLIG			*		CH 12345	66 02
RECORDED CLAIM TOTAL	.s			TLE OF	THIC PERIOD OF	,01,00 111		Summa total rec	ry rep	ed claims from F port equals to d claim activity al or Claim Deta		NTRA	CT YEA
		Employee			Dependent			<b>A</b>					
	Medicare	+	Medicare	+	Medicare	+	Me	edicare	=				
	Not Elig		Eligible		Not Elig			ligible	\	Combined		Total	First
COVERAGE	(Active)		(Retire)		(Active)		(1	Retire)	\	Totals	PCT	Pays	Pays
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MISC										0.00			
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BDENT	2,298.00									2,298.00	2	2	1/
BVIS			2,149.70							2,149.70	2	2	
LINT										0.00			
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# FUNDS SUMMARY REPORT BALANCES TO THE EXCEL AEPORT CLAIM DETAIL REPORT

Total recorded claims from Fund Summary report equals to total recorded claim activity on the Excel Aeport Claim Detail. FUNDS SUMMARY REPORT PREPARED 06/10/03 DIST 01 ABC CORP CH 0123456 0200 01 00001 REPORTING PERIOD 05/01/03 THROUGH 05/31/03 RENEWAL DATE 01/01/04 \*\* FT-SET 0001234 \*\* CONTRACT YEAR TO D.

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CONTROL	SUFFIX	ACCT	EMPLOYEE	EMPLOYEE	COVER AGE	CLAIM	CLMT	MDCR	FDG	PCT	INCUR
			LD. NO	NAME 🖳		AMOUNT		ELIG	IND 🖳		DATE
123456	10	003	123-45-6789	HJONES	Med	\$15.00	Е	N	СН		9/1/2000
123456	10	003	123-45-6789	HJONES	Med	\$15.00	E	N	СН		9/23/2000
123456	10	003	123-45-6789	HJONES	Med	\$15.00	Е	N	СН		9/14/2000
123456	10	003	123-45-6789	HJONES	Med	\$15.00	Е	N	СН		9/14/2000
123456	10	003	123-45-6789	HJONES	Med	\$20.00	Е	N	СН		7/6/2000
		003 Total				\$89.00					
123456	10	004	987-65-4321	вѕмітн	Med	\$22.00	Е	N	СН		11/3/2000
		004 Total				\$22.00					
	10 Total					\$117,868.05					
123456 Total						\$117,868.05		·			·
Grand Total						\$117,868.05					

#### **FUNDS SUMMARY REPORT BALANCES TO THE** ACCESS 2000 **AEPORT CLAIM DETAIL** REPORT

Total recorded claims from Fund Summary report equals to total recorded claim activity on the Access Aeport Claim Detail. FUNDS SUMMARY REPORT PREPARED 06/10/03 CH 0123456 0200 01 00001 ARC CORP REPORTING PERIOD 05/01/03 THROUGH 05/31/03 RENEWAL DATE 01/01/04 \*\* FT-SET 0001234 \*\* \*\* ABC CORP \*\* FT-SET-CODE TOTALS \*\* CONTRACTHOLDER AETNA FUNDED OVER LIMIT CONTRACTHOLDER AETNA FUNDED OVER LIMIT RCD CLAIMS 117,868.05 0.00 0.00 117,868.05 1,694,237.73 1,694,237.73 CONV FLOAT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 CONV RUNOFF 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 TERM FLOAT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 TERM RUNOFF 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 IND.STOPLOSS ADJUSTMENT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 1,694,237.73 0.00 0.00 1,694,237.73 CURRENT REPORTING PERIOD CONTRACT YEAR TO DATE TOTAL CONTRACTHOLDER CLAIMS RECORDED TOTAL CONTRACTHOLDER CLAIMS RECORDED 1,694,237.73 0.00 PRIOR YEAR RENEWAL ADJUSTMENT PRIOR YEAR RENEWAL ADJUSTMENT PRIOR MONTH CARRYFORWA 0.00 PRIOR MONTH CARRYFORWARD 0.00 TOTAL ADJUSTED FUNDED CLAIMS 117,868.05 TOTAL ADJUSTED FUNDED CLAIMS 1,694,237,73 TOTAL FUNDS RECEIVED 117,868.05 TOTAL FUNDS RECEIVED 1,694,237.73 CARRYFORWARD TO NEXT MONTH 0.00 CARRYFORWARD TO NEXT MONTH 0.00 TOTAL ADJUSTED FUNDED CLAIMS 117,868.05 TOTAL ADJUSTED FUNDED CLAIMS (-) 1,694,237.73 DIFFERENCE 0.00 DIFFERENCE

#### Claim Detail Reporting

#### Aetha Inc.

ABC CORP

05/28/2003

CSA Level Report

Reporting Period 05/1/2003 Through

CSA: 123456  $\sqrt{10}$ 001

**Employee** Employee Name Claim Clmnt M care Fndg Incurred Issued Coverage IDAmount Code Elig. Date Date **HJONES** SL 123456789 \$0.00 E 01/17/2002 02/01/2002

02/11/2002 23 12/28/2002 2405201 8317 12263567

CSA: 123456-20-015 94 records found

> **CSA Level Total:** \$3,033.51

Control/Suffix: 123456/ 20 1090 records found Control/Suffix Level Total: \$28,672.94

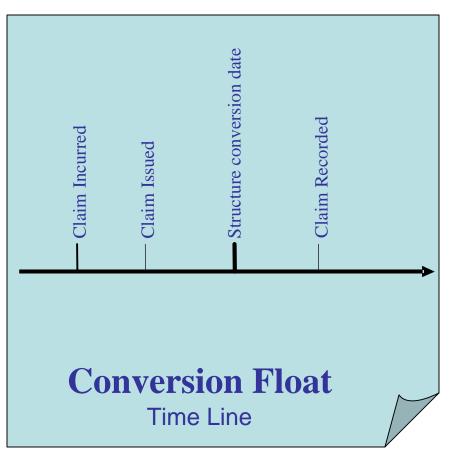
**Control 809532** 1334 records found

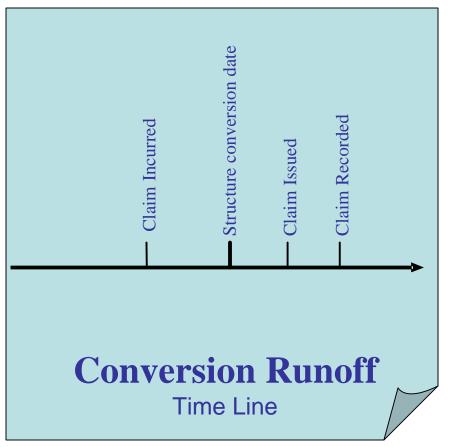
**Grand Total** 

**Control Level Total:** 

\$117,868.05 \$117,868.05

## **Conversion Float vs Conversion Runoff**

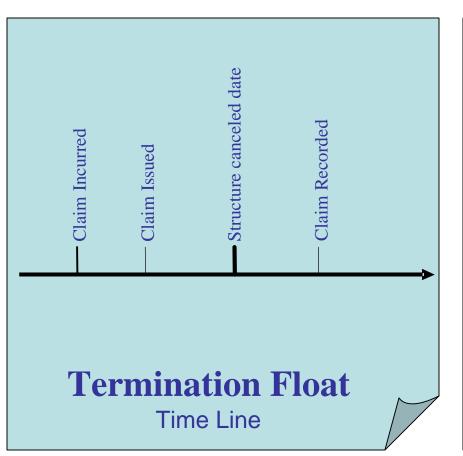


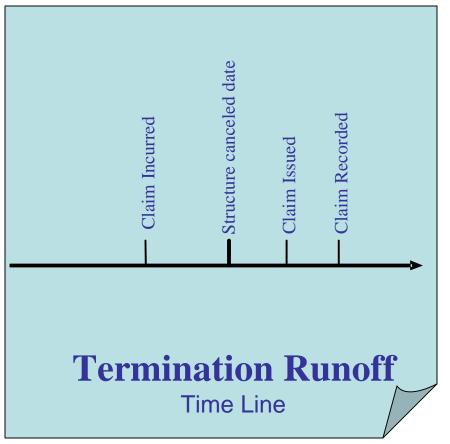


Appendix A

**PAGE 16** 

## **Termination Float vs Termination Runoff**





Appendix B

**PAGE 17** 

## Common notes (explanations) on FRRR

- PRIOR MTH REQ ---- Funds received in current month for a prior month request.
- **♣ REQ O/S MM/DD/YY** ---- Funds have not been received as of date.
- FUNDS RCV'D MM/DD/YY ---- Funds received will be reflected on next months FRRR
- UNDERPAYMENT ---- Funds received less than funds requested.
- OVERPAYMENT ---- Funds received more than funds requested.
- FUNDS RCV'D FOR PRIOR MTH REQ ---- Funds received in the current month include prior month's request.
- **EXTRA FUNDS** ---- Indication of additional funds received outside of the normal requests. An adjustment will reflect funds being applied toward current recorded claim activity.
- **▶ PREPAYMENT** ---- If prepayment of funds were made.

## **Common Acronyms**

- ♣ AOL = Aetna Over Limit
- CDR = Claims Detail Report
- ♣ CH = Contractholder
- CSA = Control Suffix Account
- CRS = Claims Reporting System
- CTR = Claims Totals Report
- FRRR = Funds Request & Receipt Report
- FSA = Flexible Spending Account
- FSR = Funds Summary Report
- ♣ FT-SET = Funds Transfer (Wire Line) Set Code number
- MBF = Monthly Budget Feature
- ♣ OOB = Out of Balance
- ♣ PH = Policyholder

### **NOTES**:

